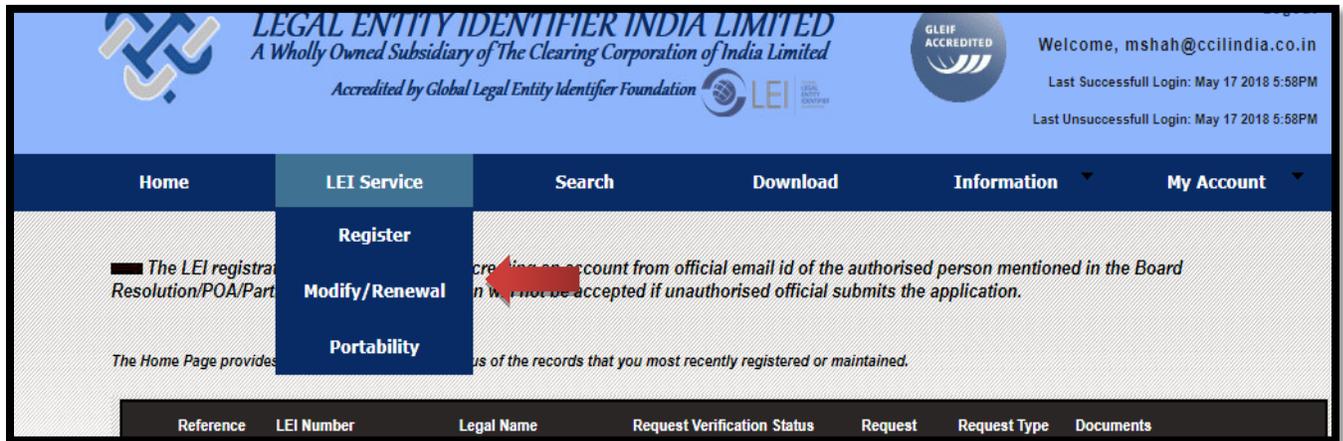


MODIFY AND RENEWAL

Modify Process Flow

1. The list of documents for modification is available in Information Tab → [Legal Docs Download Tab](#). To modify its LEI data, the authorized user will log in the LEI web portal, and select LEI Service → Modify/Renewal.



2. Only the authorized person will be allowed to modify the LEI reference data. In case you are not an authorized person, it will display **“You do not have access to this LEI as you are not authorized person for this LEI. Please Contact LEI Team.”**



3. The entity has to input the LEI number and click on Search. The screen will populate all the fields inputted during the previous registration process.

LEI MODIFY REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Pre-LOU/LOU Rules governing this LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No.2 above.

Registered Entity Details

*LEI

*Board Authorized officials /Partner/Prop. Email ID

*Authorized Full Name

*Industry Classification

Board Authorized officials /Partner/Prop.Secondary Email ID

*Legal Name(Company/Firm Name)

LEI MODIFY REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Pre-LOU/LOU Rules governing this LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No.2 above.

Registered Entity Details

*LEI

*Authorized Email Address

*Authorized First Name

*Legal Name

Associated Entity

Secondary Email Address

*Authorized Last Name

Other Entity Name

Legal/Registered Entity Address

*FirstAddressLine

AdditionalAddressLine

*Country

AdditionalAddressLine

AdditionalAddressLine

*Region

- The entity can modify the fields (except legal form) and click on Save Button. The legal entity will have to provide direct and ultimate parent details to LEIL.

LEI MODIFY REGISTRATION

Registering as a Primary Party requires that: 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Free-LEI/LOU Rules governing the LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LEI for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and part No.2 above.

Registered Entity Details

*LEI:

*Board Authorized official (Partner/Prop. Email ID):

*Authorized First Name:

*Legal Name:

Associated Entity:

Board Authorized official (Partner/Prop. Secondary Email ID):

*Authorized Last Name:

Other Entity Name:

Legal/Registered Entity Address

*FirstAddressLine:

AdditionalAddressLine:

*Country:

*City:

AdditionalAddressLine:

AdditionalAddressLine:

*Region:

*Postal Pincode:

Headquarters Entity Address

Same as Legal Address

*FirstAddressLine:

AdditionalAddressLine:

*Country:

*City:

AdditionalAddressLine:

AdditionalAddressLine:

*Region:

*Postal Pincode:

Other Address:

Entity Identifier

*Tax ID (PAN NO.):

*Registration Authority Name:

Other Registration Authority Name:

*Jurisdiction:

*Legal Form:

*Registration Authority ID:

Other Registration Authority ID:

COL/IN/Client Membership ID:

Entity Identifier

BIC Code:

#Scheme Opening Date:

*Industry Classification:

#Name of Designated Person:

#Paid Up Capital (in local):

Organization Type:

#Overseas Bank:

Scheme Maturity Date:

Designation:

Website:

Annual Turnover (in local):

Comments:

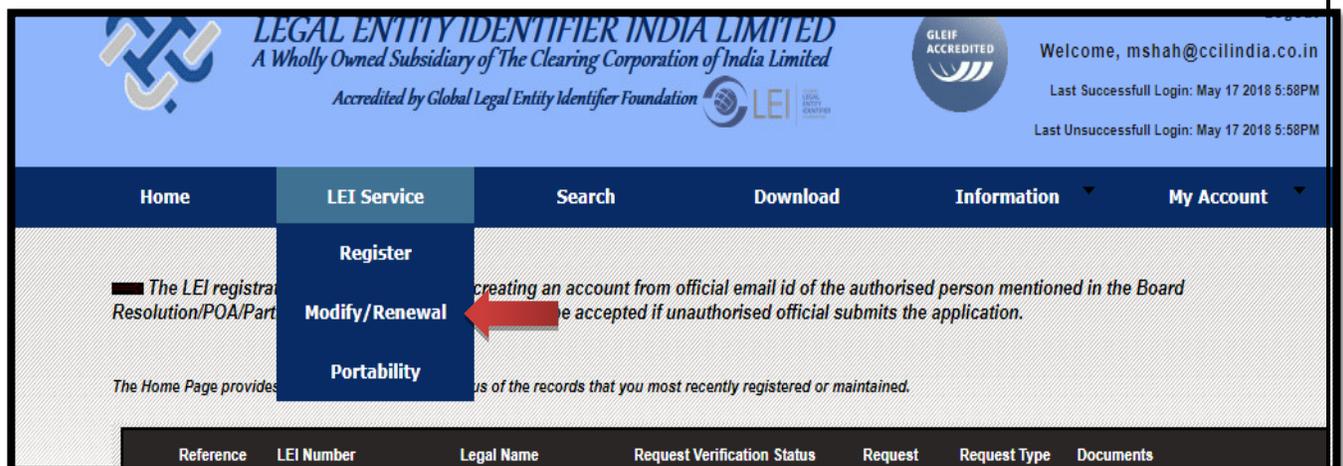
- In case of change in legal form, where the new legal entity is incorporated in succession of current legal entity who is having an LEI code and wants to change it's legal form. Please refer [Events](#) → [Change in Legal Form](#).
- A reference number is generated and an emailsent for LEI validation to the authorized person.
- The legal entity will send the documents supporting the fields which the entity has modifiedto the address mentioned in the email.

8. LEIL will validate the LEI data submitted by legal entity from registration authority and documents sent by the legal entity.
9. On successful validation of data submitted by legal entity, modification request is accepted and the data is updated.

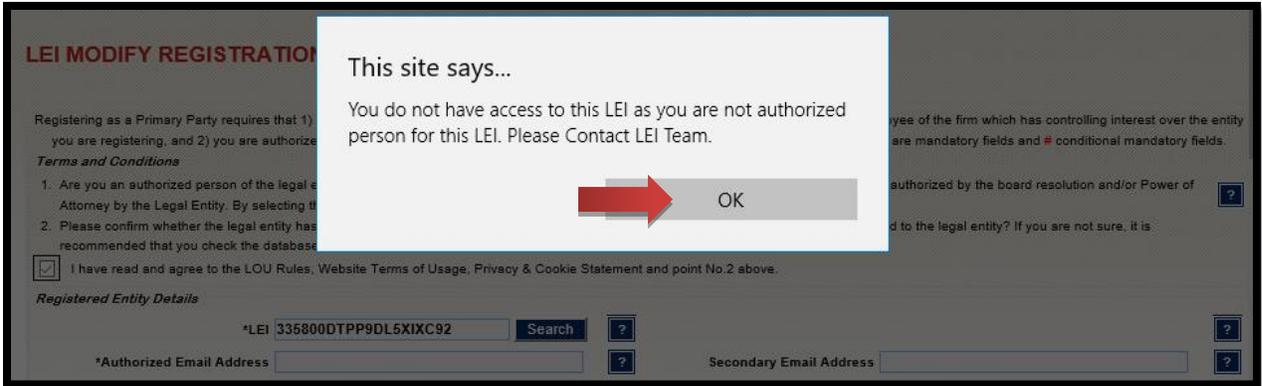
Renewal Process Flow

The LEI is valid for a period of one year, post which the Registration Status is changed to “LAPSED”. The legal entity will receive three reminder emails for the renewal of LEI, out of which two reminder emails are sent to legal entity 60, 45, 30, 15, 7 from the renewal date renewal is due and a last reminder is sent 3 days before it is due.

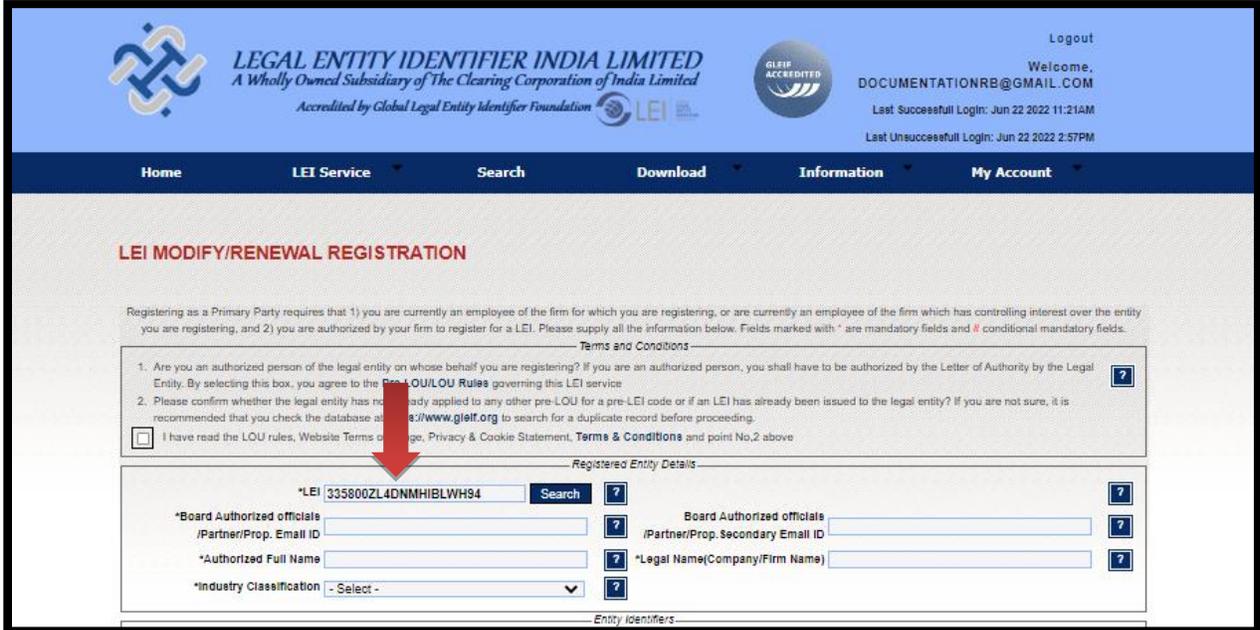
1. The list of documents for renewal is available in Information Tab → [Legal Docs Download Tab](#). For renewing the LEI, the applicant will log in to the LEI web portal and select LEI Service → Modify/Renewal.



2. Only authorized person will be allowed to modify LEI reference data. In case you are not an authorized person, it will display **“You do not have access to this LEI as you are not authorized person for this LEI. Contact LEI Team.”**



3. The entity has to input the LEI number and click on Search.



4. The screen will populate all the fields inputted during the previous registration process. The entity will have to check LEI Renewal Check Box.

LEI MODIFY REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

1. Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Pre-LOU/LOU Rules governing this LEI service.
2. Please confirm whether the legal entity has not already applied to any other pre-LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No.2 above.

Registered Entity Details

*LEI	<input type="text" value="549300230M78ZJ7CV87"/>	<input type="checkbox"/>	LEI Renewal	<input type="checkbox"/>
*Authorized Email Address	<input type="text" value="jgupta@coilindia.co.in"/>	<input type="checkbox"/>	Secondary Email Address	<input type="text" value="abhat@coilindia.co.in"/>
*Authorized First Name	<input type="text" value="Jaiprakash"/>	<input type="checkbox"/>	*Authorized Last Name	<input type="text" value="Gupta"/>
*Legal Name	<input type="text" value="Pictet CH Institutional - Foreign Bonds"/>	<input type="checkbox"/>	Other Entity Name	<input type="text"/> <input type="button" value="EDIT"/>
Associated Entity	<input type="text"/> <input type="button" value="EDIT"/>	<input type="checkbox"/>		

5. The entity can modify the fields and click on the Save Button. The entity clicks on next and updates Direct and Ultimate Parent details, if any. Also, if there is no change in shareholding pattern you may click on the checkbox .

LEI DIRECT PARENT MODIFICATION

REGISTRATION

DIRECT PARENT

ULTIMATE PARENT

PAYMENT

"Direct Parent" (Holding Company) is defined as the lowest level legal entity that prepares consolidated financial statements of the entity (Child).

Reference Number : 172322

Do you have parent that consolidates financials? Further, does this parent have LEI Number?	<input type="radio"/> Yes <input checked="" type="radio"/> No	There is no change in share holding pattern/parent	<input checked="" type="checkbox"/>
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*Reporting Exception Reason : Your shareholders are promoters, directors, proprietor, partners, etc.

LEI ULTIMATE PARENT MODIFICATION

REGISTRATION
DIRECT PARENT
ULTIMATE PARENT
PAYMENT

"Ultimate Parent" is defined as the highest level legal entity that prepares consolidated financial statements of the legal entity (Child) and Direct Parent".

Reference Number : 172322

Do you have parent that consolidates financials? Further, does this parent have LEI Number? Yes No

There is no change in share holding pattern/parent

*Reporting Exception Reason : NATURAL_PERSONS Your shareholders are promoters, directors, proprietor, partners, etc.

Save << Back Next >> Reset

6. After updating the changes (if any), entity has to save the page.
7. The legal entity has to click at Next button which will take the user to the payment page (4th page) and make payment through Internet Banking/ Credit card/ Debit card or Demand Draft. For payment related screenshots, please click [here](#).
8. If legal entity has made any changes in the earlier record then the legal entity will upload the documents on the online portal.
9. LEIL will validate the LEI data submitted by legal entity from registration authority and documents sent by legal entity.
10. On successful validation of online form, payment and documents, LEIL renews the application and the same is communicated to the legal entity via email.
11. A digitally signed invoice is sent to the authorized official's mail id after renewal of the application.

Further, we advise you to avoid courier of hard copy of documents and DD payments as it will delay the time taken to receive the courier in this situation. We request you make NEFT payment with details as follows:

Account Holder Name - Legal Entity Identifier India Ltd.

Account number - 05420350001234

Bank Name - HDFC Bank Ltd.

Bank Branch Name -Kamala Mills Compound, Lower Parel

IFSC Code - HDFC0000542

You can choose any payment (single/multi year) option as follows:

1) Amount for one year

- 3,304/- (2800/- plus GST @ 18%) for Renewal Applications

Fee structure for renewals only

Multi-Year Contract Option	SEZ	Non SEZ (inclusive of 18% GST)	
		Fees + 18% GST	Total fees
Renewal application for 2 years	5,450	5,450+ 981	6,431
Renewal application for 3 years	7,950	7,950+ 1,431	9,381
Renewal application for 4 years	10,350	10,350+ 1,863	12,213
Renewal application for 5 years	12,600	12,600+ 2,268	14,868

In the multi year option, if the validity of LEI extends beyond the end -date of contract for which term the multi- year fee payment is made due to non submission of required documents for renewal in time, an additional fee of Rs 250/- per month will be levied for the period for which it extends the end date . Entities are, therefore, requested to submit the required documents timely.